

EDUCATIONAL SERVICE UNIT #8 **Performance Evaluation - Paraeducators**

Name _____ Date _____

Program Served _____ Supervising Teacher _____

Evaluator(s) _____

Instructions: Complete the following form on each paraeducator employed as a paraeducator in your program. The rating scale of 1 to 5 is employed with 1 being low and 5 being high. Make narrative comments where they would be appropriate in evaluating the paraeducator.

	High		Low	
Rapport/Interpersonal Skills				
1. Rapport with students	5	4	3	2 1
2. Communication with supervising teacher	5	4	3	2 1
3. Communication with other staff members	5	4	3	2 1
4. Cooperation with administration	5	4	3	2 1

Personal Characteristics				
1. Neatness and appropriateness of dress	5	4	3	2 1
2. Interest and enthusiasm for the job	5	4	3	2 1
3. Self-control in stressful situations	5	4	3	2 1
4. Initiative and work habits	5	4	3	2 1
5. Accepts constructive criticism	5	4	3	2 1

Employment Performance				
1. General assistance to the teacher				
A. Clerical tasks	5	4	3	2 1
B. Record keeping of student progress	5	4	3	2 1
C. General housekeeping of the room	5	4	3	2 1
D. Preparing class materials	5	4	3	2 1
2. Instructional Assistance				
A. Individual tutoring skills	5	4	3	2 1
B. Group supervision	5	4	3	2 1
C. Behavior management	5	4	3	2 1
D. Observation reports to the teacher	5	4	3	2 1

General Observations				
1. Carries out all assigned responsibilities	5	4	3	2 1
2. Maintains student confidentiality	5	4	3	2 1
3. Participates in inservice opportunities	5	4	3	2 1
4. Is punctual	5	4	3	2 1
5. Implements student programs as written	5	4	3	2 1
6. Attendance is reliable and consistent, so as not to interfere with students' progress and routine	5	4	3	2 1

5 = 0-3 days absent

4 = 4-5 days absent

3 = 6-8 days absent

2 = 9-10 days absent

1 = 11+ days absent

Total the numerical value of the numbers circled above and check the appropriate "overall Rating" in the next column.

Overall Rating (from total in previous column):

	115 - 111	PROFESSIONAL
	110 - 92	ABOVE AVERAGE
	91 - 69	SATISFACTORY
	68 - 60	NEEDS IMPROVEMENT
	59 & below	UNACCEPTABLE

Note: Anyone scoring less than 59 does not meet the criteria, will not be allowed to advance on the salary schedule for the next year, and could be subject to termination if improvement is not shown.

Comments:

SUPERVISOR'S SIGNATURE _____ DATE _____

ADMINISTRATOR'S SIGNATURE _____ DATE _____

PARAEDUCATOR'S SIGNATURE _____ DATE _____

The paraeducator's signature indicates that he or she has seen the report and been given a copy. It does not necessarily imply agreement with the contents thereof.